

DD/A Registry

81-1062

DD/A REGISTRY

FILE: Records

MEMORANDUM FOR: See Distribution

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Headquarters Records Review

1. I want to call to your attention a serious problem this Agency faces with respect to the storage of records and enlist your aid in solving this dilemma. As I visit various offices in the Agency, I am struck by the large amount of paper and other hard copy records on hand. Even worse, the Agency Archives and Records Center (AARC), to which components retire records when Headquarters space becomes a problem, is rapidly running out of room to store records. As technology improves, the problem will be exacerbated. We must begin to take action now in order to avoid a more serious and labor intensive effort at a later time.

2. As you know, the Agency began a long-term program in 1976 to dispose of unneeded records, improve the retrieval of those retained, and generally make our records more usable (see attachment). Through the efforts of records management officers and many other personnel, the first stages of this program--scheduling our records and applying the schedules at AARC--are essentially completed. As a result, our records holdings at AARC are 25 percent below the 1977 level, and computer systems are now aiding in retrieving the records that remain there.

3. It is now time to complete this program with the 225,000 cubic feet of records in Headquarters area buildings. This Headquarters records review will involve updating the records control schedules (required annually in any event by 41 CFR 101-11.401-3), with a view to further reducing the retention time of temporary records, and destroying records (or in some cases moving them to AARC) in accordance with the reduced retention periods. It will include improving Agency filing systems and tying the filing systems directly to the schedules, thus avoiding the need for large-scale review in the future. It also will entail reviewing our large collections of permanent records and asking the National Archives and Records Service (NARS) to reappraise them in order to reduce permanent holdings through sampling or other means.

4. The Headquarters records review is a major undertaking, requiring the efforts of many ~~of~~ people to perform the surveys and make the necessary decisions. It will require Agency employees to make time available so that component records management officers can work with those most knowledgeable of the information needs, work flow, and records content of each office.

But the benefits in terms of space savings and improved access to information will be worth the effort. The review also will contribute to the success of other Agency endeavors such as replacement of insecure safes, and the sensitive document control and vital records programs.

5. The Headquarters records review will be carried out under the guidance and instruction of the Agency Records Management Officer, Records Management Division (RMD), OIS, in coordination with your Directorate Records Management Officer. Plans are to conduct the review with the following steps:

- a. Update the records control schedules, including reappraisal of permanent records and retention periods of temporary records.
- b. Destroy temporary records due for disposal.
- c. Identify and schedule Vital Records.
- d. Transfer to AARC the records scheduled for retention there.
- e. Establish new filing systems in accordance with  Files Management (now in preliminary coordination). The filing systems will identify each file with the records control schedule instruction governing its ultimate disposition.
- f. Automate the filing systems.

6. To help in planning the Headquarters records review, please send your comments or suggestions to Chief, Records Systems Branch, RMD/OIS, 1236 Ames Building, by 1 June 1981.

Harry E. Fitzwater

Attachment:

Multiple addressee memo from  
Acting DDCI, dated 29 Jul 77,  
Subject: Implementation of  
Records Control Schedules

SUBJECT: Headquarters Records Review

Director, Intelligence Community Staff  
Director, National Foreign Assessment Center  
Deputy Director for Science and Technology  
Deputy Director for Operations  
Comptroller  
General Counsel  
Legislative Counsel  
Inspector General  
Director of Personnel  
Director of Public Affairs  
Director, Equal Employment Opportunity  
Executive Secretary  
Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training & Education

DD/A Registry

77-4264

29 JUL 1977

Executive Secretary

77-8928

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Acting Deputy Director for Administration  
Deputy Director for Science and Technology  
Acting Deputy to the DCI for the Intelligence  
Community  
Deputy to the DCI for National Intelligence  
Office of General Counsel  
Office of Legislative Counsel  
Office of Inspector General  
Office of the Comptroller

FROM: John F. Blake  
Acting Deputy Director of  
Central Intelligence

SUBJECT: Implementation of Records Control Schedules

REFERENCE: Memo from DCI to DD's and Heads of Ind.  
Offices dtd. 20 April 76; subj: Disposition  
of Agency Records

1. The Agency has completed updating the 22 Directorate and Component records control schedules and has submitted them to the National Archives and Records Service for approval by the Archivist of the United States. Thus far nine schedules have been approved, and the schedules of the BDI and BDO are expected to receive approval in the next two weeks. The next step in the process of bringing Agency records practices into compliance with requirements of the law is the implementation of these approved schedules.

2. The new schedules clearly identify, for the first time, permanent Agency records and generally reduce retention periods for non-permanent records. These requirements must now be applied to the 19,810 cubic feet of records in the Agency Archives and the 90,454 cubic feet in the Agency Records Center. Reviewing and screening, as well as documenting where necessary, the materials in the Agency Archives and Records Center will require the expenditure of time and resources by offices throughout the Agency, but it is a job

that must be done now. The screening process also is necessary to prepare the earliest permanent Agency records for the declassification review which will begin in September.

3. To accomplish the task of implementing the new schedules and preparing for the declassification review, the Agency Records Management Officer has established the following priorities:

a. The 19,810 cubic feet of records in the Agency Archives must be reviewed, screened, and properly documented (in some cases documentation describing the records from the late 40's and early 50's is non-existent and must be prepared now). Temporary records which require continued retention must be prepared for transfer to the Records Center, while those temporary records approved for disposal must be prepared for destruction. The offices responsible for the various collections in the Agency Archives must assign both professional and clerical resources as necessary to complete this task expeditiously.

b. Records Center personnel must identify the temporary records in the Records Center now eligible for disposal based upon audit trails prepared by responsible Agency components. Appropriate forms will be initiated by Records Center personnel to authorize destruction of these records, as well as the records in Agency Archives which have been identified for disposal as described above. These forms will then be submitted to the component and, where necessary, to the Office of General Counsel and the Agency Records Management Officer for approval.

c. All permanent records now deposited in the Records Center must be reviewed, screened, and properly documented. Where required by the new schedules, these permanent records will be transferred to the Agency Archives.

d. The 234,958 cubic feet of records maintained in office areas must also be reviewed to determine which series must be destroyed and which must be transferred to the Agency Archives and Records Center in accordance with the approved schedules. Additionally, all Agency files must be specifically identified with the item in the records control schedule that provides instructions for their ultimate disposition. This identification must be recorded directly on each file or annotated on each file index.

4. All records identified for destruction through the efforts of a., b., and d. above are subject to inspection by the Senate Select Committee on Intelligence before the actual destruction occurs. To this end a destruction holding area has been identified at the Archives and Records Center building where these records will be held pending inspection.

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5. Procedural guidelines for these disposition reviews will be furnished by the Records Administration Branch, ISAS/DDA, [ ] Guidelines for the declassification review will be furnished by the Records Review Branch, ISAS/DDA, [ ] Questions on implementing the disposition and declassification requirements should be addressed to either of these two offices as appropriate.

6. As all Agency components complete this process of review, documentation, and declassification, Agency records will be brought into compliance with current requirements established by law, Executive Order, and the Congress. Properly documenting Agency records also will pay dividends by facilitating information retrieval and avoiding future "surprises" such as the recent surfacing of records that were previously reported as being non-existent.

/s/John F. Blake

**ROUTING AND TRANSMITTAL**

19 May 81

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>mjc</i>	19 MAY 1981
2. ADDA	<i>N</i>	5-20
3. DDA	<i>J</i>	20 MAY 1981
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

1-3 Tom hopes that you will read before your 2:30 meeting with him on Wednesday.  
Hein

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

DIS/DDA

Room No.—Bldg.

Phone No.